ABSTRACT GUIDANCE FOR AUTHORS
NORTH WEST RHEUMATOLOGY CLUB MEETING

We welcome research, interesting case reports and quality improvement projects and abstracts that are also being presented at the BSR / ACR / EULAR meetings, regional ST presentation events etc. This is a great opportunity to raise the profile of your research and champion the success of your unit or team. We welcome presentations by trainees, medical students and AHPs.

1. **NUMBER OF SUBMISSIONS** There are no restrictions on the number of abstracts you submit or on the number of abstracts you may present.

2. **ORAL OR POSTER PRESENTATION and INTERACTIVE CASE PRESENTATION** All research, Quality Improvements projects and audit related abstracts will be considered for oral and poster presentations. Case reports will be considered for the interactive case presentations.

3. **ABSTRACT SELECTION** Abstracts will all be scored. The 6 top scoring abstracts (research, quality improvement projects and audit) will be selected for oral presentation. The 3 top scoring case reports will be selected for the interactive case presentations.

4. **SUBMITTING AUTHOR CONSENT** Please confirm that **all** listed authors have seen and consented to the abstract version being submitted. If this is not indicated on the abstract submission form your abstract will be returned. Trainees and medical students **must** include their supervising consultant as an author.

    Please refer to Authorship rules (http://www.icmje.org/)
    The ICMJE recommends that authorship be based on the following 4 criteria:
    - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
    - Drafting the work or revising it critically for important intellectual content; AND
    - Final approval of the version to be published; AND
    - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

5. **PRESENTING AUTHOR** Please provide the presenting author details. All oral and interactive case presenters **must** email through their presentations by **5pm the day before** the meeting. Following confirmation of the final programme if there are any changes to these details you must notify the NWRC secretary.

6. **WORD LIMIT** There is a limit of 450 words for the text of your abstract submission, excluding title, authors and references. Please use the structured template on **page 2** for abstract submission (for **Case Reports** the headings can be altered to: Background, Case description & Conclusions). If your abstract contains a table the word limit is reduced to 350 words. Please include your word count on the abstract submission form.

7. **AUTHORS & INSTITUTIONS** Please enter all authors and institutions in a **continuous sentence** format with **numbered superscript** for affiliations. Please include first initial and last name, in the order they should appear on the programme. If all the authors are from the same institution there is no need to include numbers.
    Author: A Doctor[1], B Scientist[2]
    Institution: [1]Hospital Trust, [2]University Big City

8. **TITLE** Do not put your title in quotes. Do not use bold or italics. Please use sentence case rather than all capitals. Please provide an appropriate title for case reports if you want to avoid disclosing the diagnosis.

9. **CONFIRMATION OF RECEIPT OF ABSTRACT** The NWRC secretary will confirm receipt of your abstract. If any information on the form is incomplete then the abstract will be returned.

10. **CONFIRMATION** The NWRC secretary will inform you of whether your abstract has been accepted as an oral, poster or interactive case presentation, 4 weeks before the meeting

11. **ORAL PRESENTATIONS (including interactive case presentations)** All oral and interactive case presenters **must** email through their presentations by **5pm the day before** the meeting. Presentations should also be saved as a **"PowerPoint 97-2003" file** on a memory stick. The time allowed is 10 minutes for the talk, followed by 5 minutes for questions.

12. **POSTER PRESENTATIONS** Posters should be approximately **A0 size** or smaller, in **landscape** or **portrait** format. The presenting author must be at their poster during the poster viewing sessions.

13. **INTERACTIVE CASE PRESENTATIONS** Three case reports will be selected for the interactive case presentations. Authors will be asked to **submit 1 or 2 interactive powerpoint slides at the latest** one week **before the meeting.** These should consist of a question & 5 options, ie MCQ format. Questions could be about diagnosis, investigation or management. It is only the interactive slides that are required one week before the meeting not the whole presentation**.**

    The NWRC secretary will assist with the use of sli.do to enable audience participation. Please do not worry about downloading any software. We will have downloaded software onto the presenting computer, created an event code and uploaded your interactive slides. We will be utilising the poll function and this will all be operated by the NWRC secretary, so please don't worry. If you would like to learn more about this software please visit www.sli.do

14. **PRIZES** The 'Mike Chalk Trophy' will be awarded for the best oral presentation and the 'Lennox Holt Trophy' will be awarded for the best poster presentation. The Best Interactive Case Presentation will be decided by an audience vote. All presenting authors will receive a certificate. Prizes will be awarded at the end of the scientific meeting.

If you have any queries please contact the NWRC Secretary
abstract@northwestrheumatologyclub.co.uk